

# PCC Guidelines for Minimally Punctuated MARC Bibliographic Records

## An Overview

Lucas Mak  
Chair, PCC Standing Committee on Applications

OpCo 2020 Webinar

- Effective since January 2020
- Revised in March 2020
  - Included 02X range in the scope of this policy
  - Revised policy on the plus sign (+) before MARC 300 \$e → Omitting instead of relocating
  - Full record examples added
- Implementation options
  - new or newly authenticated PCC MARC records that omit final punctuation (Leader/18 value set to "i")
  - new or newly authenticated PCC MARC records that omit final and medial punctuation, when the descriptive cataloging form is recorded as "ISBD punctuation omitted" (Leader/18 value set to "c")
- However, PCC libraries also have the option to continue to contribute records with full ISBD punctuation

The choice of minimal or full punctuation is made at the point of authentication and should not be revisited. Under current PCC policies, catalogers should not convert an existing, authenticated PCC record from fully punctuated (Leader/18 set to "i" or "a") to minimal punctuation (Leader/18 set to "c"), or from minimally to fully punctuated.

# Types of punctuation in MARC records

| Type          | Appearance   | Treatment  |
|---------------|--|--|
| Final         | End of display fields  | <i>Omit</i> in RDA records (Leader/18:i or c)  |
| Medial (ISBD) | Between subfields  | <i>Omit</i> if descriptive cataloging form set to "ISBD punctuation omitted" (Leader/18:c)   |
| Integral      | Within fields, at the ends of subfields                            | Always <i>retain</i> punctuation that is integral to the text being recorded, such as periods at the ends of abbreviations and initials  |
| Access points | Within and between subfields in access points (1xx, 6xx, 7xx, 8xx) | Always <i>retain</i> punctuation that is integral to the access point. Remove final non-integral punctuation, as well as punctuation that separates an access point from a relationship designator |
| Internal      | Within subfields   | Always <i>retain</i>   |

# Example #1

## Full punctuation

245 10 \$a What puppies do best / \$c by Laura Numeroff ; illustrated by Lynn Munsinger.

## Final punctuation omitted

245 10 \$a What puppies do best / \$c by Laura Numeroff ; illustrated by Lynn Munsinger

## ISBD punctuation omitted (Leader/18:c)

245 10 \$a What puppies do best \$c by Laura Numeroff ; illustrated by Lynn Munsinger

## Example #2

### Full punctuation

100 1# \$a Carroll, Emily, \$e author, \$e illustrator.

### Final punctuation omitted

100 1# \$a Carroll, Emily, \$e author, \$e illustrator

### ISBD punctuation omitted (Leader/18:c)

100 1# \$a Carroll, Emily \$e author \$e illustrator

# Example #3

**Retain punctuation that is integral to the data,  
whether it appears in final or medial position**

## Full punctuation

710 2# \$a 3D Promotions Inc., \$e issuing body.

## Final punctuation omitted

710 2# \$a 3D Promotions Inc., \$e issuing body

## ISBD punctuation omitted (Leader/18:c)

710 2# \$a 3D Promotions Inc. \$e issuing body

## Example #4

**"Numeric" or control subfields (subfields 0, 1, 2, 3, 4, 5, 6, and 8) are not primarily intended for human readable data, so any punctuation that appears before one or more of these subfields is considered final for the purposes of these instructions**

### Full punctuation

655 #7 \$a Science fiction poetry. \$2 lcgft \$0

<http://id.loc.gov/authorities/genreForms/gf2014026532>

### Final punctuation omitted

655 #7 \$a Science fiction poetry \$2 lcgft \$0

<http://id.loc.gov/authorities/genreForms/gf2014026532>



## Example #5

**The text string in the access point, including its punctuation, should match the text string in the corresponding authority record**

### Full punctuation

700 1# \$a Orcutt, Beth, \$d 1980- \$e editor. \$0

<http://id.loc.gov/authorities/names/n2019022861>

### Final punctuation omitted

700 1# \$a Orcutt, Beth, \$d 1980- \$e editor \$0

<http://id.loc.gov/authorities/names/n2019022861>

# Example #6

## Relocate ISBD mark of parallel language information

### Full punctuation

245 10 \$a Histoire de La Digue = \$b History of La Digue / \$c Julien Dunrup.

### ISBD punctuation omitted (Leader/18:c)

245 10 \$a Histoire de La Digue \$b = History of La Digue \$c Julien Dunrup

# Example #7

## Relocate ISBD punctuation relating to combined works

### Full punctuation

245 00 \$a Devo, the brand ; \$b Devo unmasked.

### ISBD punctuation omitted (Leader/18:c)

245 00 \$a Devo, the brand \$b ; Devo unmasked

# Example #8

REVISED POLICY: Omit the plus sign before field 300, subfield e  
(Accompanying material)

## Full punctuation

300 ## \$a 271 pages : \$b illustrations ; \$c 21 cm + \$e 1 atlas (37 pages, 19  
leaves : color maps ; 37 cm)

## ISBD punctuation omitted (Leader/18:c)

300 ## \$a 271 pages \$b illustrations \$c 21 cm \$e 1 atlas (37 pages, 19 leaves :  
color maps ; 37 cm)

# Example #9

**NEW POLICY:** Omit parentheses surrounding qualifying information attached to standard identifiers (subfield q in fields 020, 024, 027, and 028.) Omit medial punctuation between repeated subfields

## Full punctuation

020 ## \$a 0262681153 \$q (pbk. ; \$q alk. paper)

## ISBD punctuation omitted (Leader/18:c)

020 ## \$a 0262681153 \$q pbk. \$q alk. paper

## Example #9 (con't)

**BUT**

Full punctuation & ISBD punctuation omitted (Leader/18:c)

020 ## \$a 9781351388221 (Mobipocket ebook)

Full punctuation

020 ## \$a 9780912777177 \$q (trade pbk. edition : alk. paper)

ISBD punctuation omitted (Leader/18:c)

020 ## \$a 9780912777177 \$q trade pbk. edition : alk. paper

# Tools Assisting Implementation

## [Macros](#) in OCLC Connexion

- Removes ISBD punctuation
- Inserts ISBD punctuation

## MarcEdit

- Removes ISBD punctuation

## [FAQs](#)

# Implementation Decision @ Michigan State University

- Decided not to implement the policy
- Reasons
  - OPAC display issues

|                  |  |
|------------------|--|
| <b>Author</b>    | <a href="#">Carter, Dan T.</a>                                       |
| <b>Title</b>     | <b>Scottsboro : a tragedy of the American South / Dan T. Carter.</b> |
| <b>Publisher</b> | Baton Rouge : Louisiana State University Press, [1979], ©1979.       |



|                  |   |
|------------------|---|
| <b>Author</b>    | <a href="#">Carter, Dan T.</a>                                  |
| <b>Title</b>     | <b>Scottsboro a tragedy of the American South Dan T. Carter</b> |
| <b>Publisher</b> | Baton Rouge Louisiana State University Press [1979], ©1979      |

- Extra work required to remove ISBD punctuation